

FIRST LAST

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EDUCATION

Southern Illinois University Edwardsville (SIUE)

Bachelor of Science in Accountancy

Eligible for CPA Exam: December 2023

Edwardsville, IL

Expected: May 2023

GPA: 3.75

Southwestern Illinois College (SWIC)

Associate of Arts (GPA: 3.72)

Belleville, IL

May 2021

RELEVANT COURSEWORK

Managerial Accounting

Cost Accounting

Financial Accounting

Intermediate Accounting Theory and Practice I

PROFESSIONAL EXPERIENCE

IRS-Certified Tax Preparer

SIUE

October 2021-Present

Edwardsville, IL

- Prepare basic e-file income tax returns to qualified individuals free of charge through the Volunteer Income Tax Assistance (VITA) program
- Input data from financial records into tax return software and databases

Accounting Clerk

Dot Foods Inc.

December 2020-Present

Chesterfield, MO

- Reconcile accounting records with monthly AIS reports
- Accurately document and file invoices utilizing Microsoft Excel

EMPLOYMENT EXPERIENCE

Shift Supervisor

Subway

April 2019-November 2020

St. Louis, MO

- Promoted to Shift Supervisor within 6 months of employment after demonstrating leadership abilities as a Sandwich Artist
- Managed 3-4 employees during each shift and provided feedback to increase efficiency
- Followed all food, safety and sanitation guidelines and procedures
- Created shift schedules based on employee availability

SKILLS

- Microsoft Office (Word, PowerPoint, Outlook, Teams, Access)
- Microsoft Excel (Pivot Tables, Waterfall Charts, Data Analysis ToolPak, Forecasting)
- Smartsheet
- QuickBooks
- Tableau

CAMPUS INVOLVEMENT

- Member, SIUE Accounting Club
- Member, Organization of Minority Business Students (OMBUS)

September 2021-Present

September 2021-Present

HONORS AND AWARDS

- SIUE Johnetta Haley Scholarship
- Theodore Kida Memorial Scholarship
- SWIC Dean's List

August 2021-Present

August 2021-Present

December 2019-May 2021

Sample Resume – Please contact us for additional assistance.
SIUE Career Development Center | (618)650-3708 | careerdevelopment@siue.edu